

	POLICY		Motion No.	EXEC 1015-2024
	USING AI TECHNOLOGIES POLICY		Effective Date	12/17/2024
			Responsible Department	Institutional Research
			Reviewed by an attorney	N/A

Purpose

Due to the surge in AI technologies that are being used by both employees and students, Administration created a policy to provide guidance to employees and students when using any AI technologies.

Employees and students are encouraged to use approved AI technologies ethically and appropriately at the College to enhance teaching and learning and improve overall work efficiency.

This policy also explains the “AI guardrails” for employees and students for ethical and appropriate usage.

Using AI Technologies

The use of Artificial Intelligence (AI) including generative and other related emerging technologies, has proven to add efficiency, provide valuable insight, enhance student support, and offer unique teaching and learning opportunities. However, governance and guidelines for the adoption and use of AI and other unspecified emerging technologies is critical to sustain a more secure and ethical institution of higher education while remaining at the forefront of technological advancement. Students and employees must exercise good judgement and review processes, consistent with the guidance in this policy, prior to using AI for college purposes.

This policy creates the framework for using AI technologies when used for college work that is performed by employees, students, and those contracted employers performing work on behalf of Pennsylvania Highlands Community College.

Transparency and Education

The College will strive to educate employees and students about AI technologies including its capabilities and limitations. The College will ensure transparency in AI adoption and communicate its use in college work including its purpose, benefits, and risks. Anyone who interacts with AI technology used by the College must be fully aware that AI is in use, what data is being collected during the interaction, and how that data is being used.

Using AI as a Tool to Improve Work Efficiencies

Employees are encouraged to augment their work and add efficiency to tasks using College approved AI technologies if data privacy concerns and overall risks are considered. AI may be used by faculty and students for instructional purposes (teaching and learning) within the parameters of College policy.

The College's Information Technology (IT) Department will regularly assess, maintain an AI inventory list, and update security protocols related to AI including performance monitoring to ensure functionality and availability of AI tools. IT will encourage feedback from and discussion with employees on the effective use of AI within the College to include the exploration of new AI tools.

However, employees must be cautious when using AI technologies which should only provide guidance to decision making; AI tools should not be used as the final decision-making authority for any reason at the College. Employees should be aware of the following:

- Employees should be transparent when AI is being used as part of preparatory meetings or material development, planning and brainstorming discussions and all critical analyses.
- Employees must ensure that AI systems handle potential sensitive data securely by coordinating AI use with the IT Department.
- Employees should not use AI to analyze personal data of employees or students unless the data can be guaranteed to be anonymous and not linked to any individual.
- Employees should not enter confidential information into any AI technologies. Examples include legal documents, proprietary information, and confidential meeting notes.
- Employees should not use AI to create legal documents, contracts, compliance reports or other legal or regulatory documents with potential legal implications without thorough review and approval of the administrator responsible.
- Employees should not use AI to make final hiring decisions.
- Employees must ensure that AI products do not violate privacy laws/expectations (e.g., Family Educational Rights and Privacy Act (FERPA)), cybersecurity protocols, College policies/bylaws or federal or state laws.
- Employees should not use AI to fully create and release public relations or marketing documents without the approval of the Marketing and Communications Department.
- Users of any unmonitored AI service technologies (e.g., chat bots, virtual tours, etc.) must receive notification that AI is being used, for what purpose, and what data is being collected, if any.

Equity and Inclusion

Since AI content and the inner working of generative AI algorithms, data sources, and methodologies are masked from its users, students and employees must ensure that AI tools do not perpetuate bias or discrimination.

When determining which AI technologies to use, College employees should consider accessibility for all employees and students including those with disabilities.

AI Integration with College Systems

The College recognizes that integrating AI technology with existing corporate systems can yield significant benefits. However, this AI integration process must be carefully managed to prevent technological disruptions to college systems and maintain data integrity and security.

Departments or individuals seeking to link AI technology to corporate systems must first conduct a thorough needs assessment in cooperation with the College’s IT Department. The IT Department will determine which AI technologies are allowed onto the College network and college-owned technologies.

The Use of AI in the College Classroom

Appropriate AI technologies may be used by faculty to enhance teaching and learning if the practice does not violate College Policy. Faculty must work with IT to use any AI technologies not currently supported by the College. The student expectations for properly using AI technologies for teaching and learning at the College will be found in instructors’ class syllabi, course assignments, the Student Handbook and/or in the Academic Integrity Policy.

Review and Accountability

Employees and students should avoid relying solely on AI-generated content without critical analysis, fact checking, editorial review, and possible revision of content. The products of Generative AI must be validated independently due to the possibilities the products can be inaccurate, misleading, or violate copyright or other legal requirements. Professional products produced with the assistance of AI should be disclosed.

The College will periodically review this policy to adapt to technological advancements and changing needs. The IT Department and the President’s Cabinet will oversee compliance and address any concerns.

Effective Date	Motion Number	Document Author	Description of Change
12/17/2024	EXEC 1015-2024	Institutional Research	Initial Release